

## **ASSISTANT COMMUNITY INSPECTIONS MANAGER (647-03)**

SALARY: \$51,230.40 - \$72,342.40 annually, plus liberal fringe benefits

### **Management Category IV**

Pending City Commission and Civil Service Board Approval

#### **THE POSITION**

This is responsible managerial and administrative work of considerable difficulty assisting in the direction and coordination of community inspections activities, the City's Code Enforcement Board, Special Master Board, Unsafe Structures Board and other administrative boards.

An employee in this classification is responsible for assisting in the planning, budgeting, organizing, directing, coordinating and supervising of the various activities of the Community Inspections Division; reviewing the work of professional, paraprofessional, supervisory, technical, and clerical support personnel. The employee exercises initiative and independent judgment in the performance of work assignments with unusual or extremely difficult and technical problems reviewed with the Director. An employee in this class is responsible for assisting in developing and updating programs, policies, work methods and procedures necessary for the effective and efficient operations of community inspections. Work also includes assisting with efforts to educate the public regarding code compliance issues as a means of increasing compliance.

The employee must utilize specialized knowledge and experience in conjunction with City regulations, procedures and ordinances to meet job objectives. Work accomplishments are reviewed through written reports, conferences, and observation of results achieved.

**NOTE:** The duties of this position will include all of those duties set forth in the official job description.

#### **THE REQUIREMENTS**

1. Be a regular or probationary employee serving in a current permanent appointment in any class in pay range M29 or lower, as of the closing date of this announcement.
2. Have successfully completed at least two (2) years of college course work from an accredited college or university in business or public administration, construction management, or other appropriate field.
3. Possess at least three (3) years of administrative experience in building, zoning, planning or inspection services, preferably in a municipal government, one (1) year of which must have been in a supervisory capacity. Additional qualifying experience may be substituted on a year-for-year basis for the required college education.
4. Florida Association of Code Enforcement (FACE) Level III Certification preferred.
5. Possess or be able to obtain a valid Florida Driver's License and have an acceptable driving record.

#### **THE EXAMINATION**

Depending on the number of applicants and the quality of their education and experience, the examination may consist of one or more of the following tests: Evaluation of Training and Experience, Oral Interview, Written Examination, or other assessment method. Applicants must attain a minimum score of 70 in each part of the examination in order to qualify. All successful applicants will be required to pass a medical examination, including drug screening, prior to appointment.

#### **Promotional**

**NOTE:** Per Chapter 295.07 of the Florida Statutes, veteran's preference points will be awarded for promotional exams only with regard to a veteran's first promotion after reinstatement or re-employment with the City from active duty service without exception. Proof of eligibility and J-204 Form must be submitted with application.

**NOTE:** **ALL APPLICANTS MUST COMPLETE A STANDARD EMPLOYMENT APPLICATION AND SUPPLEMENTAL QUESTIONNAIRE.**

#### **HOW TO APPLY**

**Applications forms should be filled out completely and should clearly show that the minimum qualifications are met. Eligibility for hire may be based on a rating of the application; therefore, completeness and accuracy are of the utmost importance.** Official City of Fort Lauderdale applications will be accepted and received at the Department of Human Resources, City Hall, 100 North Andrews Avenue – 3<sup>rd</sup> Floor, Fort Lauderdale, Florida, **until 4:00 p.m. Wednesday, June 7, 2006.**

AAS:05/24/06:Ann#161-647-03

Medical Group III

Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

**CITY OF FORT LAUDERDALE  
SUPPLEMENTAL EMPLOYMENT QUESTIONNAIRE FOR  
ASSISTANT COMMUNITY INSPECTIONS MANAGER (647-03)**

This application supplement is an integral part of the application process and must be completed together with the formal application in order for you to be considered as an applicant. Answer each question as thoroughly as possible as your responses will be rated as to how they relate to the position to be filled. Use additional sheets as necessary.

1. Indicate your educational background:

Two (2) years of college course work from an accredited college or university?

Yes ☐ No ☐ Major: \_\_\_\_\_

Bachelor's degree? Yes ☐ No ☐ Major: \_\_\_\_\_

Master's degree? Yes ☐ No ☐ Major: \_\_\_\_\_

Other: \_\_\_\_\_

List any specific course work relevant to this position (Indicate # of credit hours completed in each area), including any Florida Association of Code Enforcement (FACE) courses.

2. Do you possess at least three (3) years of administrative experience in building, zoning, code enforcement or inspection services? Yes ☐ No ☐

Do you possess at least one (1) year of supervisory experience? Yes ☐ No ☐

If yes, indicate the number of employees you supervised their job titles and the name of your employer where you had this experience:

3. Describe in detail your experience participating in the activities of an administrative board such as a Code Enforcement Board, Special Master or Unsafe Structures Board or other type of board. Be specific regarding your role in the activities.

4. Describe in detail your public speaking experience (include the types of groups, the size, the topic(s), how often, etc.

Describe the most difficult group to which you have made a presentation. What made it difficult?

5. Describe in detail a recommendation you have made or a procedure you have implemented in your organization to either enhance the efficiency of the work unit or to enable the work unit to meet its goals and objectives.

***My signature affirms that all information contained in this supplemental questionnaire is true to the best of my knowledge and that I understand that any misstatement of fact may result in disqualification or dismissal.***

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**(SIGNATURE NOT REQUIRED IF ATTACHED TO EMPLOYMENT APPLICATION AND SUBMITTED ELECTRONICALLY THROUGH THE CITY'S ON-LINE APPLICATION WEBSITE)**